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| <p align="center">CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</p> | | | | | |
| TO | NAME AND ADDRESS | | | DATE | INITIALS |
| 1 | Acting Comptroller 6E-69 Headquarters | | | | <i>PHF</i> |
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| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
| APPROVAL | | DISPATCH | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | INFORMATION | | SIGNATURE | |
| <p>Remarks:</p> <p>1. As discussed with you, based on new travel regulation provisions, we are recommending discontinuance of our current practice of coding air travel vouchers to identify the class of air accommodations utilized.</p> <p>2. Attached is a "terminal package" of seven memoranda concerning this subject:</p> <p>a. The first memo authorizes discontinuance of the special coding initiated in November 1962.</p> <p>b. The second memo informs ADFD of the change.</p> | | | | | |
| FOLD HERE TO RETURN TO SENDER (over) | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | | DATE |
| <p>Technical Accounting Staff 6-D-57 Office of the Case Manager</p> | | | | | 11/19/63 |
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- c. The other five memoranda represent a "final report" to the DDCI and to the four operating DD's.
- 3. Be glad to discuss if you have questions.



Chief, Technical Accounting Staff

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MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Report on Class of Air Accommodations Utilized

REFERENCE :

1. This memorandum is for information only.
2. As required by reference, this Office has been providing periodic reports on the class of air accommodations utilized by Agency travelers. There is attached a summary report, by major components, reflecting the extent of utilization of the various classes of air accommodations based on vouchers processed at Headquarters from 13 November 1962 to 30 September 1963.
3. Since the issuance of reference, the Agency-wide co-operation in encouraging air travelers to use air accommodations less costly than first-class when feasible has been commendable. Some indication of the success of this Agency-wide effort is evidenced by the attached summary report. A comparison of the Agency totals for Period I, 13 November to 31 December 1962, with Period IV, 1 July to 30 September 1963, reflects an approximate 40 percent increase in the proportion of air travel by exclusively less than first-class accommodations and a better than 50 percent decrease in the proportion of exclusively first-class travel.
4. In view of the foregoing and of the pending revision of Agency travel regulations which, with specified exceptions, will require air travelers to utilize air accommodations less costly than first-class where available, the preparation of periodic reports such as the attached will be discontinued. Detailed breakdowns by offices of the type previously furnished with the summary report are not provided with the current report since it is assumed there will be no need for such data in view of the establishment, by regulation, of a new Agency policy requiring extensive mandatory use of less than first-class air accommodations.

R. H. FUCHS
Acting Comptroller

Attachment

Distribution:

0 & 1 - Addressee

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3 - TAS Files

FILE---T-60

TAS/HNL/bjm (18 November 1963)

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